

CONFIDENTIALCase File: OTR**Memorandum**

25X1

TO : Records Administration Officer

DATE: 3 January 1963

FROM : Office of Training, Area Records Officer

SUBJECT: Transfer of A & E Staff Records

1. Effective 14 November 1962 the Assessment and Evaluation Staff of the Office of Training was transferred to the Medical Staff. The following records from OTR/ARO's files have been transferred to MS/ARO this date:

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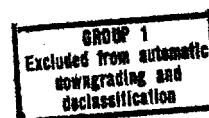
- a. Forms (folders) - Medical Staff is now primary interest for the following forms—

158	735	1528
267a	842	1528a
428	1012	1674
660a	1292	1695
660b	1334	1958
		1958a

- b. Vital Materials Deposit Schedule and all of the Vital Materials Transfer Slips, Form 620 on material deposited by the A & E Staff.

- c. Records Control Schedule and Records Retirement Requests on material scheduled and retired by the A & E Staff includes the following job numbers—

56-180	60-314	62-933
57-244	61-944	62-988
57-556	62-586	62-989
58-337	62-587	62-1010
58-444	62-590	62-1011
59-647	62-930	62-1208
60-262	62-931	63-100
60-313	62-932	63-290

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2. The Vital Records held for the A & E Staff have been returned to the A & E Staff.
3. If there are any questions, please call me.

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